



THE GLOBAL LANGUAGE  
OF BUSINESS

**GS1 US User Portal**  
User Guide

**October 30<sup>th</sup>, 2024**

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## GS1 US User Portal Overview

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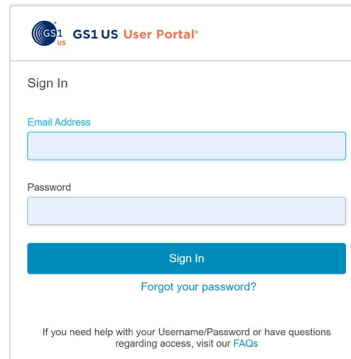
### What is the GS1 US User Portal?

GS1 US User Portal authenticates users so they can gain access to key GS1 US tools, such as GS1 US Data Hub®.

Web address: <https://userportal.gs1us.org>

**The login page displays.**

**Enter your myGS1us login credentials.**



The screenshot shows the login page for the GS1 US User Portal. At the top left is the GS1 US logo and the text "GS1 US User Portal". Below this is a "Sign In" heading. There are two input fields: "Email Address" and "Password". Below the password field is a blue "Sign In" button. Underneath the button is a link that says "Forgot your password?". At the bottom of the form, there is a small line of text: "If you need help with your Username/Password or have questions regarding access, visit our FAQs".

### Benefits of the User Portal:

- Users assigned the "Administrator" roles can view all users and assign roles
- Companies can set up an unlimited number of users
- Each user can manage their own profiles and reset their password

### The General User Administrator (GUA) Role

If you were the primary contact on the application to license a GS1 Company Prefix, GS1 US GTIN, or GLN in the GS1 US Store, you are automatically assigned the General User Administrator (GUA) role.

As the GUA, when you login to the User Portal and add additional users for your company. You can then assign specific GS1 US Data Hub roles to these users, so they can add and manage product and location data:

- **Product Administrator:** assign the Product Create/Manage role to users;
- **Product/Create Manage:** create and manage products and barcodes;
- **Location Administrator:** assign the Location Create/Manage role to users;
- **Location Create/Manage:** create and manage Global Location Numbers (GLNs).

A more detailed summary of each GS1 US role is provided on the next page.

## GS1 US User Portal Roles Defined

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### GS1 US Administrator Roles

#### **myGS1 US User**

This role is assigned to any user who is the primary contact for an application to license a GS1 Company Prefix, GS1 US GTIN or GLN in the GS1 US Store. Likewise, if a user makes ANY other purchase in the GS1 US Store (for example, a course), this role is assigned. If a user enters a company email, and this email matches an existing user, the user can log in using the existing myGS1 US user ID and password.

#### **General User Administrator (GUA)**

This role is assigned to the user who was the primary contact on the application for the GS1 Company Prefix, GS1 US GTIN or GLN in the GS1 US store.

With this role, the user gains access GS1 US Data Hub® using the same credentials established during initial set up. The GUA can then add users and assign roles for this account.

### GS1 US Data Hub Administrator Roles

#### **GS1 US Data Hub Product Administrator**

This user can assign this role to other users within their organization, as well as assign Product Create/Manage roles to others within their organization. A user with this role also gains access to the Enterprise settings, available in the Administration area. [Learn more about Enterprise settings.](#)

#### **GS1 US Data Hub Location Administrator**

This user can assign this role to other location users within their organization as well as assign Location Create/Manage roles to others within their organization.

#### **GS1 US Data Hub Company Administrator**

This role requires the Company View/Use subscription. This user can configure the GS1 US Data Hub | Company environment for your company.

### General GS1 US Data Hub User Roles

These roles will vary based on the individual's GS1 US Data Hub subscriptions.

#### **Product / Brand Owner User Roles**

##### *Product Create/Manage*

This user can create and manage the company's products.

##### *Product View/Use*

This role requires the GS1 US Data Hub Product View/Use subscription. This user can query third-party product data in GS1 US Data Hub.

### **General GS1 US Data Hub User Roles (continued)**

These roles will vary based on the individual's GS1 US Data Hub subscriptions.

#### **Location User Roles**

##### *Location Create/Manage*

This user can create and manage their company's locations.

##### *Location View/Use*

This role requires the GS1 US Data Hub Location View/Use subscription. This user can query third-party location data in GS1 US Data Hub.

#### **Company User Role**

##### *Company View/Use*

This role requires the GS1 US Data Hub Company View/Use subscription. This user can search for and verify global companies that have licensed a GS1 Company Prefix.

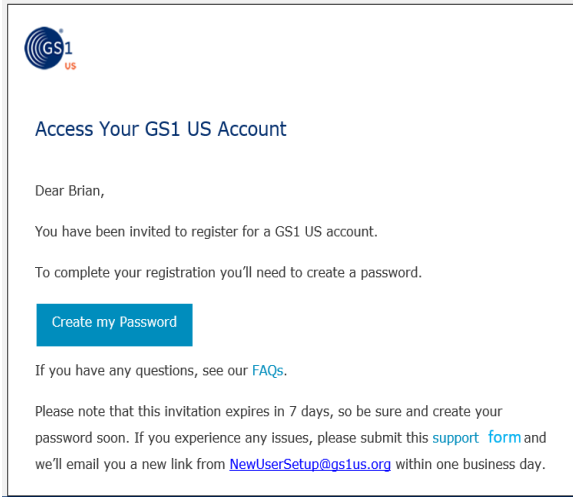
#### **Solution Partner Role**

Allows the user of a GS1 US Solution Partner to gain access to Solution Finder tools.

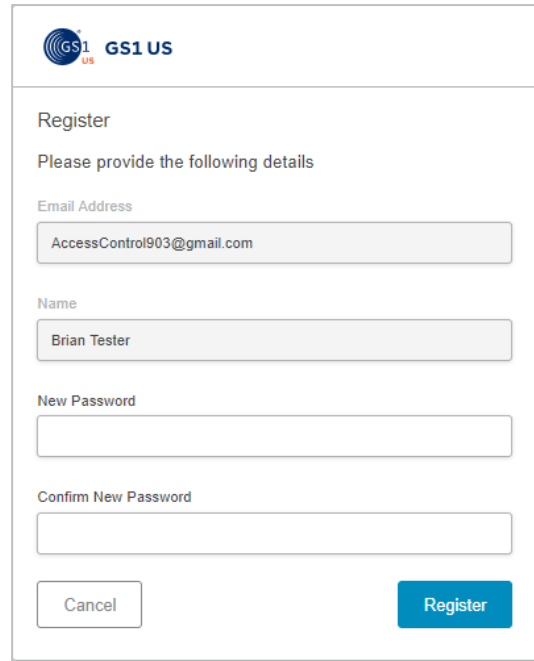


## GS1 US User Portal Set Up Email

When a user is created, either systematically as a result of joining GS1 US or when added by the General User Administrator, an email is sent to the new user's email address. The email address is the username and the password is set up by the user.



The screenshot shows an email invitation from GS1 US. It includes the GS1 US logo, the subject 'Access Your GS1 US Account', and a message to Brian. The message states that he has been invited to register and needs to create a password. A blue button labeled 'Create my Password' is visible. Below the button, there is a link to FAQs and a note about the 7-day expiration of the invitation, along with a support form link and a new link from [NewUserSetup@gs1us.org](mailto:NewUserSetup@gs1us.org).



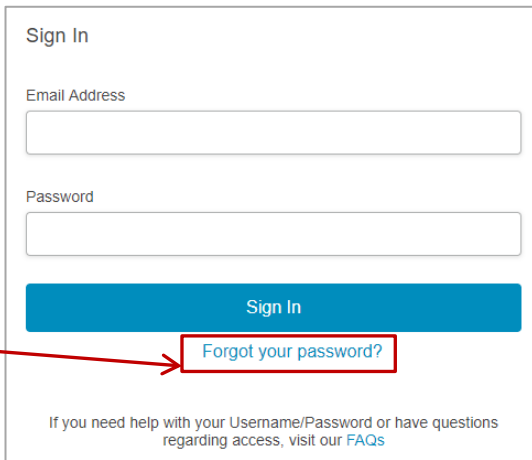
The screenshot shows a registration form for GS1 US. It includes the GS1 US logo and the title 'Register'. The form asks for the following details: Email Address (AccessControl903@gmail.com), Name (Brian Tester), New Password, and Confirm New Password. There are 'Cancel' and 'Register' buttons at the bottom.

### What are the requirements for my password?

Your password must be at least eight characters and contain at least one uppercase letter, one lowercase letter, and either one number or one special character.

## Password Reset

If a user forgets their password, they can use the **Forgot Password?** link on the login screen to reset the password.



Sign In

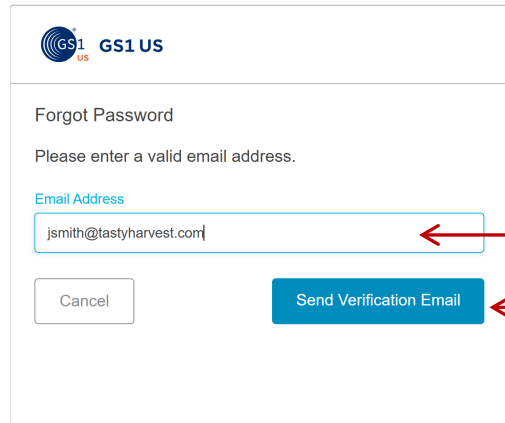
Email Address

Password

Sign In

**Forgot your password?**

If you need help with your Username/Password or have questions regarding access, visit our [FAQs](#)



GS1 US

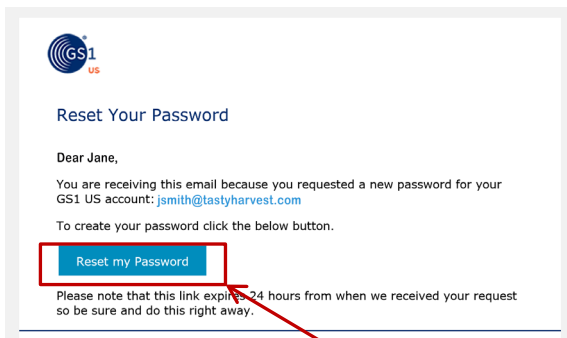
Forgot Password

Please enter a valid email address.

Email Address

Cancel

Send Verification Email



GS1 US

Reset Your Password

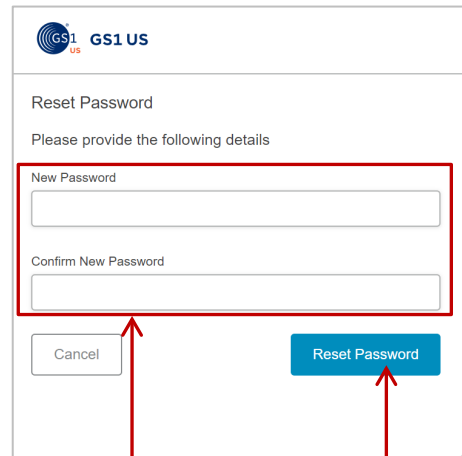
Dear Jane,

You are receiving this email because you requested a new password for your GS1 US account: [jsmith@tastyharvest.com](mailto:jsmith@tastyharvest.com)

To create your password click the below button.

**Reset my Password**

Please note that this link expires 24 hours from when we received your request so be sure and do this right away.



GS1 US

Reset Password

Please provide the following details

New Password

Confirm New Password

Cancel

Reset Password



- 1 Click the **Forgot your password?** link.
- 2 Enter the email address of the user.
- 3 Click the **Send Verification Email** button
- 4 The user will receive a Password Reset email from **newusersetup@gs1us.org**. The user must click **Reset my Password** button in the email.
- 5 Enter and Confirm the new password.
- 6 Click the **Reset Password** button.







## General User Administrator Prefix Welcome Email

When your company licenses a GS1 Company Prefix, the primary contact on the prefix application becomes the General User Administrator for that member company.

This user receives a welcome email from **newusersetup@gs1us.org**.

This email includes:

- Membership account information;
- Instructions to set up the myGS1 US account; and
- Instructions on using GS1 US Data Hub to manage products and locations.



### Welcome to GS1 US

Thank you for licensing a GS1 Company Prefix! We're here to provide the tools and resources you need to create globally unique identification numbers and barcodes. Get started in three simple steps:

#### Step 1: Review Your Company's Membership Information

Company Name: **Jane Smith**  
Account Number: **Tasty Harvest**

Below is your U.P.C. Company Prefix(es) to be used to create U.P.C. Barcodes. Next to each U.P.C. Company Prefix is its capacity or number of unique numbers it can create to identify products and locations.

U.P.C. Company Prefix: **8600052422**  
Unique Identification Numbers: **10**

A GS1 Company Prefix is an annual license. To continue the use of your Prefix(es), please renew by 4/30/2023.

#### Step 2: Set up Your myGS1 US Account

To access your member benefits, you'll need to set up your GS1 US account. This will give you access to our myGS1 US online member center, where you can view your GS1 Company Prefix Certificate, and our Data Hub tool for creating identification numbers and barcodes. Your username is [sitprimetest+1171@gmail.com](mailto:sitprimetest+1171@gmail.com). Please use the link below to set up your password:

##### [SET UP MY ACCOUNT](#)

**This link will expire in 7 days, so please set up your account as soon as you can.** If your link has expired, contact Member Support at [usersetup@gs1us.org](mailto:usersetup@gs1us.org) for a new link.

#### Step 3: Create Identification Numbers with our Data Hub Tool

*\*Please make sure you've completed step 2 before attempting to use Data Hub*  
Once you're logged in to your account, you can **start creating identification numbers and barcodes right away with [GS1 US Data Hub](#)**, our online tool for creating, managing, and sharing product and location identifiers.

Need help? Visit the Data Hub [Help Center](#) for resources and videos to get started. Please be sure to use Chrome or Firefox as your browser since some Data Hub features do not display properly in other browsers.

*Please retain your membership information for future reference. You may want to login periodically to make sure your company and contact information is [up-to-date](#).*

Notice: GS1 US members who are active in the fields of plumbing supplies, fixtures, and materials, please [click here](#) for important information.

[The Global Language of Business](#)

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GS1 US Corporate Headquarters  
Princeton South Corporate Center  
300 Charles Ewing Boulevard, Ewing, NJ  
08628 USA

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# General User Administrator - Add a New User and Assign Roles

**1**

Sign In

Email Address

Password

**Sign In**

[Forgot your password?](#)

If you need help with your Username/Password or have questions regarding access, visit our [FAQs](#)

**2**

GS1 US User Portal<sup>®</sup> GS1 US Data Hub myGS1 US Help

User Portal > Tasty Harvest

Tasty Harvest Account No. 10528392

**+ Add New User**

Users Active Find a user by email for GS1 US Enterprises 1 23 Total 5 Active 13 Pending 5 Inactive

Name	Username/Email Address	Roles	Last Login
Alvarez, Candace	calvarez@tastyharvest.com	<a href="#">View</a>	May 30, 2024, 4:27:29 PM UTC
Bankar, Agota	abankar@tastyharvest.com	<a href="#">View</a>	Sep 30, 2024, 11:19:32 PM UTC
Richberg, Candace	crichberg@tastyharvest.com	<a href="#">View</a>	Oct 28, 2024, 7:58:47 PM UTC
Zimmer, Candace	czimmer@tastyharvest.com	<a href="#">View</a>	Oct 28, 2024, 8:03:59 PM UTC
Zunter, Danisha	dzunter@tastyharvest.com	<a href="#">View</a>	Oct 28, 2024, 6:36:57 PM UTC

GS1 US User Portal<sup>®</sup> GS1 US Data Hub myGS1 US Help

User Portal > Tasty Harvest > Add User

### Add User

Tasty Harvest | Account Number: 10528392

**1** Contact Information

User's Email Address

**3**

**4**

**Next**

Cancel



- 1** Log in to the GS1 US User Portal (<https://userportal.gs1us.org>).
- 2** From the home page for your company, click **+ Add New User**.
- 3** Enter user's email address. This will perform a check to see if it is already active.
- 4** Click **Next**.



## General User Administrator - Add a New User and Assign Roles (Continued)

**GS1 US User Portal\*** GS1 US Data Hub myGS1 US Help

User Portal > Tasty Harvest > Add User

**Add User** Tasty Harvest | Account Number:10528392

**1** Contact Information

User's Email Address  Confirm Email address

**2** Personal Information

First Name  Last Name

**3** Roles

Role	Total Available	Remaining	Assigned	
<input type="checkbox"/> Company View/Use ?	Unlimited	Unlimited	28 Assigned	<a href="#">View Users with this Role</a>
<input type="checkbox"/> Data Hub Company Administrator ?	Unlimited	Unlimited	28 Assigned	<a href="#">View Users with this Role</a>

**5a** **5b**



**5a** If the user exists, simply Confirm the Email Address and Click **Add User**.

**5b** If the user does not exist, enter/confirm the email address and enter first/last name.



Role	Total Available	Remaining	Assigned	
<input type="checkbox"/> Company View/Use ?	Unlimited	Unlimited	28 Assigned	<a href="#">View Users with this Role</a>
<input type="checkbox"/> Data Hub Company Administrator ?	Unlimited	Unlimited	28 Assigned	<a href="#">View Users with this Role</a>
<input type="checkbox"/> Data Hub Location Administrator ?	Unlimited	Unlimited	28 Assigned	<a href="#">View Users with this Role</a>
<input type="checkbox"/> Data Hub Product Administrator ?	Unlimited	Unlimited	28 Assigned	<a href="#">View Users with this Role</a>
<input type="checkbox"/> Data Hub Umbrella Account Administrator ?	Unlimited	Unlimited	28 Assigned	<a href="#">View Users with this Role</a>
<input type="checkbox"/> General User Administrator ?	Unlimited	Unlimited	28 Assigned	<a href="#">View Users with this Role</a>
<input type="checkbox"/> Location Create/Manage ?	Unlimited	Unlimited	28 Assigned	<a href="#">View Users with this Role</a>
<input type="checkbox"/> Location View/Use ?	Unlimited	Unlimited	28 Assigned	<a href="#">View Users with this Role</a>
<input type="checkbox"/> myGS1 US User ?	Unlimited	Unlimited	28 Assigned	<a href="#">View Users with this Role</a>
<input checked="" type="checkbox"/> Product Create/Manage ?	Unlimited	Unlimited	28 Assigned	<a href="#">View Users with this Role</a>
<input type="checkbox"/> Product View/Use ?	Unlimited	Unlimited	28 Assigned	<a href="#">View Users with this Role</a>
<input type="checkbox"/> Solution Partner User ?	Unlimited	Unlimited	28 Assigned	<a href="#">View Users with this Role</a>

Cancel Add User



6

Assign user roles by checking the box to the left of the desired user role. Unchecking removes an assigned role. Click the [i](#) to view role details.

**Optional:** Click **View Users with this Role** to view other users that have this role assigned.

### Role Columns Defined:

**Total Available:** "Unlimited" displays in this column.

**Remaining:** "Unlimited" displays in this column.

**Assigned:** the number of times the role has been assigned in your company

7

Click **Add User** to save the user details and to send the registration email to the user's email. This user can then set up a password.



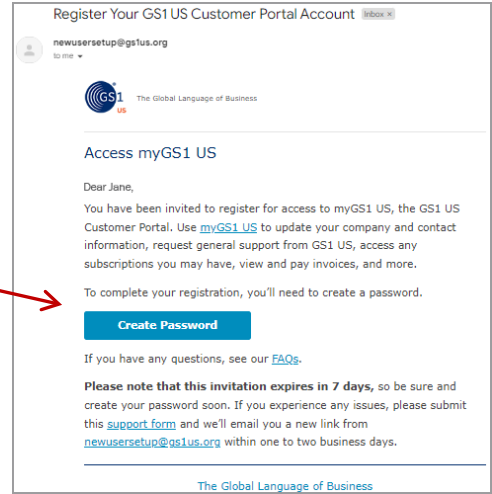
## General User Administrator – Activate a User (Additional Prefix)

If a new user applies for an additional GS1 Company Prefix for your company, the user is automatically added to the company account as **Pending** without any roles assigned.

An email from **newusersetup@gs1us.org** alerts the General User Administrator when this new user has applied for the additional prefix.

Also, an email from **newusersetup@gs1us.org** is sent to this new user, and provides a link to the User Portal, in which the user needs to add a password and register the account. This moves the user from **Pending** to **Active**.

The GUA can now login into the User Portal and see this **Active** user.



The image displays two screenshots from the GS1 US User Portal. The first screenshot, labeled with a red circle containing the number "1", shows the "Sign In" form with fields for "Email Address" and "Password", a "Sign In" button, and a "Forgot your password?" link. The second screenshot, labeled with a red circle containing the number "2", shows the "User Portal" interface for "Tasty Harvest" (Account No. 30024493). It features a "Users" section with a dropdown menu set to "Active" and a search bar. A table below lists users with columns for Name, Username/Email Address, Roles, and Last Login. A red circle containing the number "3" points to the "View" link in the Roles column for Jane Smith.

Name	Username/Email Address	Roles	Last Login
Jane Smith	jsmith@tastyharvest.com	View	Aug 28, 2024, 8:08:26 PM UTC
Tim Jones	tjones@tastyharvest.com	View	Aug 29, 2024, 4:20:57 PM UTC
Randy Kronin	rkronin@tastyharvest.com	View	Aug 15, 2024, 8:08:14 PM UTC
Mandy Landis	mlandis@tastyharvest.com	View	Aug 1, 2024, 3:02:04 PM UTC



**1** Log in to the GS1 US User Portal (<https://userportal.gs1us.org>).

**2** From the Users drop-down, you will see that a user moves from **Pending** to **Active** after the user has created a password and registered the account.

**3** Click the user profile displays to assign roles.




# General User Administrator - Change Previously Assigned Roles

The screenshots show the following steps:


1. Login page with fields for Email Address and Password, and a Sign In button.
2. Home page for 'GS1 US Enterprises 1' showing a search box for users and a table of users with columns for Name, Username/Email Address, Roles, and Last Login.
3. User profile for 'Brian Elliott' with 'Edit Roles' button highlighted.
4. 'Roles in GS1 US' table with 'General User Administrator' role checked and 'View Users with this Role' link highlighted.
5. 'Save' button highlighted.



**1** Log in to the GS1 US User Portal (<https://userportal.gs1us.org>).

**2** From the home page for your company, select the desired user. If your company has multiple users, you can enter a few letters of the user's first name, last name, or email in the Search box and click the search icon  to display matching users.

**3** Click **Edit Roles**.

**4** Assign available user roles by checking the desired user role. Unchecking removes an assigned role. Click the  to view role details. Click **View Users with this Role** to view other users that have this role assigned.

**5** Click **Save** to save the user details and to send the registration email to the users email. This user can then set up their password.



# General User Administrator - Edit Username or Email

1

2


3

4

5

START

STOP

- 1 Log in to the GS1 US User Portal (<https://userportal.gs1us.org>).
- 2 From the home page for your company, select the desired user. If your company has multiple users, you can enter a few letters of the user's first name, last name or email in the Search box, then click the search icon  to display matching users. Click the user's row to select.
- 3 Click **Edit**. See note below if you need to update the email address.
- 4 Update desired information in First Name and/or Last Name fields.
- 5 Click **Save** to confirm changes.

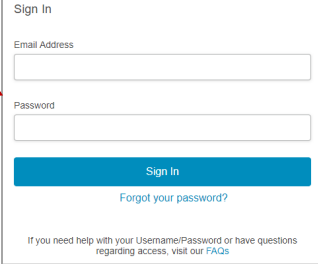


**Note:** If you need to update an existing email address, please contact Member Support at [usersetup@gs1us.org](mailto:usersetup@gs1us.org)



## General User Administrator – Remove a User from a Company

**1**



Sign In

Email Address

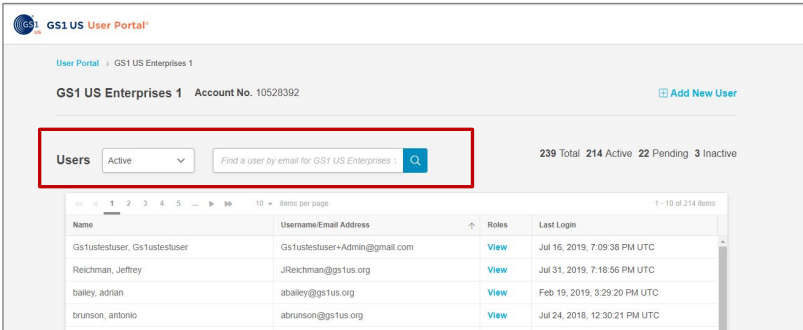
Password

Sign In

[Forgot your password?](#)

If you need help with your Username/Password or have questions regarding access, visit our [FAQs](#)

**2**



GS1 US User Portal

User Portal > GS1 US Enterprises 1

GS1 US Enterprises 1 Account No. 10528392 [Add New User](#)

Users Active  239 Total 214 Active 22 Pending 3 Inactive

Name	Username/Email Address	Roles	Last Login
Gs1ustestuser, Gs1ustestuser	Gs1ustestuser+Admin@gmail.com	<a href="#">View</a>	Jul 16, 2019, 7:09:38 PM UTC
Reichman, Jeffrey	JReichman@gs1us.org	<a href="#">View</a>	Jul 31, 2019, 7:18:56 PM UTC
bailey, adrian	abailey@gs1us.org	<a href="#">View</a>	Feb 19, 2019, 3:29:20 PM UTC
brunson, antonio	abrunson@gs1us.org	<a href="#">View</a>	Jul 24, 2016, 12:30:21 PM UTC

**3**



User name/Email Address  
jsmith@tastyharvest.com


Status  
**Active**

Roles in Tasty Harvest

[Remove from Company](#)

Role	Total Available	Remaining
------	-----------------	-----------



- 1** Log in to the GS1 US User Portal (<https://userportal.gs1us.org>).
- 2** From the home page for your company, select the desired user. If your company has multiple users, you can enter a few letters of the user's first name, last name or email in the Search box, then click the search icon  to display matching users. Click the user's row to select.
- 3** From the user profile screen, click **Remove from Company**.
- 4** Confirm information in modal window is correct.
- 5** Click **OK** to confirm. This user has now been removed from this company account.




# General User Administrator - Reassign Product and/or Location Create/Manage Roles to a New User

The screenshots illustrate the following steps:

1. Sign in to the GS1 US User Portal.
2. Search for a user in the 'Users' list.
3. View user information for 'Joan Nye' and click 'Edit Roles'.
4. In the 'Roles in GS1 US Enterprises 1' dialog, uncheck 'Location Create/Manage' and check 'Product Create/Manage', then click 'Save'.
5. Review the 'Roles in GS1 US Enterprises 1' table.
6. Click the 'Save' button to confirm changes.

Role	Total Available	Remaining	Assigned	Action
<input checked="" type="checkbox"/> Data Hub Product Administrator	Unlimited	Unlimited	156 Assigned	<a href="#">View Users with this Role</a>
<input checked="" type="checkbox"/> General User Administrator	Unlimited	Unlimited	151 Assigned	<a href="#">View Users with this Role</a>
<input type="checkbox"/> Location Create/Manage	Unlimited	Unlimited	157 Assigned	<a href="#">View Users with this Role</a>
<input checked="" type="checkbox"/> Location View/Use	Unlimited	Unlimited	160 Assigned	<a href="#">View Users with this Role</a>
<input type="checkbox"/> Product Create/Manage	Unlimited	Unlimited	172 Assigned	<a href="#">View Users with this Role</a>
<input checked="" type="checkbox"/> Product View/Use	Unlimited	Unlimited	169 Assigned	<a href="#">View Users with this Role</a>



- 1 Log in to the GS1 US User Portal (<https://userportal.gs1us.org>).
- 2 Select the user for which you want to reassign roles. If your company has multiple users, you can enter a few letters of the user's first name, last name or email in the Search box, then click the search icon  to display matching users. Click the user's row to select.
- 3 When the user information page displays, select **Edit Roles**.
- 4 Uncheck the box for Product Create/Manage or Location Create/Manage and click **Save** to save your changes.
- 5 Click your company name in the top left corner of the page, then repeat steps 2 and 3.
- 6 Check the box for **Product Create/Manage** or **Location Create/Manage** and click **Save** to save your changes.



## Support

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Visit the [GS1 US Data Hub Help Center](#) – you can read answers to frequently asked questions.

You can also fill out the [GS1 US Contact Us Form](#) to submit your question.

Or email GS1 US at **[usersetup@gs1us.org](mailto:usersetup@gs1us.org)**